

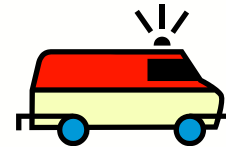
Evacuation and Relocation Planning

There will be times when your child day care center building will not be safe for you and your children to remain there. You may need to evacuate the building for either a short time or may even to relocate to a safe place. You will need an evacuation plan, relocation sites and a plan for getting children to the relocation site. You may want to consider having two relocation sites one close enough to the center that you can walk and another further away incase the entire neighborhood becomes unsafe.

Evacuation plan guidelines

You are required to have a written evacuation plan to protect children in the event of any emergencies. Plans should:

- Be a current, easily read floorplan of the center
- Be posted in a clearly visible location
- Indicate evacuation routes out of the center from each room
- Identify all exit points
- Define the meeting location outside of the center



Other tips

- Assign a staff member to take the evacuation pack for each room
- Confirm by attendance record that all children and staff members are accounted for
- Place no more than four non-mobile babies in an evacuation crib
- Assign specific staff who have been trained in their role to assist children with special needs
- If the evacuation is for a true emergency and not a drill, contact 911 or the appropriate emergency agency

Things to consider when choosing a relocation site:

- The number of children your facility serves
- Is within safe walking distance from your center
- A building or site that is open to the public (such as a library or public school) during your operating hours that would be willing to accommodate you and your children
- Another child care center that would be willing to develop a mutual relocation site agreement with you
- How children will be transported to the relocation site if the need arises
- How to inform parents of the relocation site